

DRAFT
Minutes of the Information Management Panel
Friday, September 6, 2002

Present: Chair Genia Bruce and Supervisors Jim Behrend and Duane Paulson, Citizen Keith Pickens, Supervisor Dawn Fanfelle.

Absent:

Also Present : Information Systems Manager Michael Biagioli, Web Administrator Chris Dirajilal, Systems Technology Administrator Alan Mundt, Applications Development Administrator Wayne Naegle, End User Computing Administrator Dave Broker, Land IS Coordinator Don Dittmar, Legislative Advisor and Office Services Coordinator Windy Jicha.

Chairman Bruce called the meeting to order at 8:30 a.m.

Approval of Minutes July 26, 2002

MOTION: Paulson moved, Behrend second to approve the minutes of July 26, 2002 with corrections. **Motion carried:** unanimously.

IMP Chair Comments

Bruce said that the Finance Committee asked the Panel to review privacy issues of Waukesha County's Internet site.

Future Meeting Dates

The Panel will meet on Friday, November 8, 2002 and Friday, December 13, 2002.

Future Agenda Items

Pickens would like to have a future discussion on budgets for outside consultants. Bruce said that this item would be reviewed at the November meeting.

Status on Major Efforts

Shared Dispatch Infrastructure

Biagioli said that the up-front 2002 budget estimates for architectural design of the building have exceeded the budget by approximately 40%. This excess reduces the IS budget for the Shared Dispatch Center. He said that putting together the Shared Dispatch Center is a full-time job so IS has found an independent contractor, Don Hoffman, to handle the project.

Biagioli will help the RFP group to choose a software vendor from the four finalists. All four vendors are within the budget for the software piece of the equation. The hardware will be purchased separately. Soon the vendors will give demonstrations of their products. A contract should be in place by November 1, 2002 and IS can begin purchasing the equipment and setting up.

The department will begin working with the records management system because an actual building is not needed for setup. Records management will be running next summer and the testing will begin with Computer Aided Dispatching (CAD).

Staffing for Dispatch Center

Biagioli said that IS identified the need for an IT person full-time to support the center. The requisition is going to the Personnel Committee for 2003 staffing. This senior level IT position was part of the original Shared Dispatch Center plan. No recommendations have been made as to a start date for the new staff person but Biagioli wants them to start as early as possible. There should be no additional IT needs in the center because IS is looking for double fault systems so that fewer staff are required. Biagioli said that he expects the vendor to provide support for software.

Fiber Extension

Mundt handed out a sheet titled, "Fiber Project Fact Sheet" and reviewed it. Work began early in August with the Fiber Project to connect the Northview Campus to the Courthouse Data Center. Fiber strand count and termination specifications have been developed and Access Engineering is attempting to meet with WE Energies to discuss the

above ground portions of the work. The initial draft of engineering specifications are due to the County on September 20, 2002. Mundt reported that there are no outstanding issues with this project to report at this time.

Case Management and A/R Billing for Health and Human Services

Naegle said that RFPs were sent out two months ago for Case Management software needs. Five responses were received. Two of the responses were disregarded due to technical reasons up front and scoring is under way on the remaining three. The next step is to bring in the three vendors to demonstrate their products. The vendors will be scored on how well they complete actual HHS work samples. The department is hoping to make a choice in November.

Upgrade of Oracle Database and Oracle Government Financials

Naegle reported that as of September 3, 2002, Oracle software needs to be upgraded. IS sent out a quick proposal to preferred vendors to find out how long it will take to do an upgrade and to research costs. Responses are due today. IS is looking for a full time person to help out with the upgrade which should take approximately eight weeks to complete. Before going "live" with the upgrade, IS plans on having users test various scenarios in a test environment.

GIS/Land Information Internet Access

Biagioli and Dittmar reported on GIS/Land Information Internet Access. Dittmar reported that the GIS Website feature was launched on Tuesday, September 3, 2002. Any citizen can go to the Waukesha County Website and get information on any land parcel in Waukesha County. Dittmar handed out a brochure on the new site (www.waukeshacounty.gov/landandparks). He said that through this website, users are able to: access natural resources, view physical features, search properties by tax key or address, look at aerial photographs, find out who the County Board Supervisor is and where they vote, review elevations and parcel lines. Dittmar said that a user is unable to query by name or get a return by name in any searches. Properties do not have owners names listed.

Biagioli said that the Privacy Work Group met on Tuesday to discuss what will and/or will not be released on the Waukesha County website. The work group discussed all possible information that could be released. The group decided on a compromise. The compromise was that a user cannot search by name but then a mechanism can be displayed through a different search. The group meets again next Wednesday and then the policy will be sent to the County Executive.

Paulson expressed his concerns about posting pictures of properties and homeowners' names.

Update on Capital Projects for 2003 and Web Initiatives

These items were not discussed due to time constraints.

In absence of any objections, Bruce declared the meeting adjourned at 9:35 a.m.

Respectfully submitted,

Duane E. Paulson, Secretary
Information Management Panel